

Sample Administrative Team Norms

Source: White River School District, Buckley, Washington

- The primary focus of our meetings will be directed toward improving learning levels of students in the Missoula County Public Schools.
- All students, regardless of the particular school they attend, will be the concern of everyone on the team. We will move from a culture of “my” students to one of “our” students.
- We will openly share learning data, always seeking to help and support each other, as well as learn from each other.
- We will practice, rehearse, and model the behaviors we are expecting of collaborative teams within our schools.
- We will engage in collective inquiry—seeking best practices as we strive to improve student learning in the Missoula County Public Schools.
- We will go hard on ideas and issues and soft on people.

Sample high school English department norms

Source: White River School District, Buckley, Washington

- We will meet at 7:30 a.m. sharp in room B-138. Those who will not attend the meeting should notify the group or call x5565 if there is a last-minute cancellation.
- We will dismiss on time at 8:30 a.m.
- Our focus is on improving student learning.
- To facilitate a safe environment for taking risks, our department requests prior notice if someone outside the team drops in.
- We make decisions by consensus (through discussion) and support the group's decision.
- We respect confidentiality of students and staff.
- Administration shall hear one voice representing the English department (curriculum leader).
- We will remind each other to stay on task but understand the need to be collegial.
- To facilitate participation from all members, we encourage the quiet and curb interruption, if bothersome.
- Each month, one member is designated as note-taker. This person types meeting notes in Cornell Note form and brings copies for each member to the next meeting. The note-taker also places a copy of minutes in Greg B. and Mike H.'s boxes in the main office.
- Each member brings a PLC binder to each meeting. It should include related study articles, notes from prior meetings, power standards, other resources, and student work.
- The instructional leader sends detailed agenda as well as room changes (if applicable) by the Thursday prior to each meeting.

6th Grade Team Meeting Norms

Time

Meetings will be every Thursday from 8:55 a.m. – 9:25 a.m. in the upstairs conference room. We will begin promptly and follow the prepared agenda.

Listening

- Each member will listen and speak equally and allow other team members the same courtesy.
- Each member will make a sincere effort to understand each other's perspectives.

Confidentiality

Each member will be accountable for maintaining the confidentiality of every meeting and only share with administrators and other faculty members on a need-to-know basis.

Decision Making

- Each member may present individual and/or team ideas and be open to the suggestions of others.
- If a decision cannot be reached, we will revisit the idea and the next meeting and bring revised or new suggestions.

Participation

- All members are expected to attend every meeting unless attending another school-related meeting or training.
- All members are expected to share their thoughts and opinions.

Expectations

All members are expected to stay on topic, offer suggestions (not complaints) and put forth effort to achieving our goals.

Team Norms Example

Adapted from the Norms of the National Staff Development Council

- ☐ **We will work together as a community**
- ☐ **We will operate in a collegial and friendly atmosphere**
- ☐ **We will be fully “present” at the sessions by becoming familiar with materials and by being attentive to behaviors that affect physical and mental engagement**
- ☐ **We will invite and welcome the contributions of every member and listen to each other**
- ☐ **We will use humor as appropriate to help us work better together**
- ☐ **We will keep confidential our discussions, comments, and deliberations**
- ☐ **We value consensus rather than majority rule**
- ☐ **We will be responsible for examining all points of view before a consensus is accepted**
- ☐ **We will be involved to our individual level of comfort. Each of us is responsible for airing disagreements during the meeting rather than carrying disagreements outside the sessions and team meetings**
- ☐ **We will be guided by our commitment to ensure success for all our students**

Your Ideas . . .

Titan Learning Team Norms

Titan Learning Team Norms: In PLC's norms represent protocols and commitments developed by each team to guide members in working together. Norms help team members clarify expectations regarding how they will work together to achieve their shared goals.

A Strategy for Establishing Team Norms

Ask team members to think of a past negative experience they have had serving on a team or committee and to identify a specific behavior that prevented that group from being effective: for example, whining and complaining, arriving late and leaving early, being disengaged during the meetings, and so on.

For each negative norm identified by members of your team, establish a positive commitment statement (a norm) your team should adopt that, if everyone adhered to it, would prevent the past negative experience from recurring.

Examples of Team Norms

- We will maintain a positive tone at our meetings.
- We will not complain about a problem unless we can offer a solution.
- We will begin and end our meetings on time and stay fully engaged throughout each meeting.
- We will contribute equally to the workload of this team.
- We will listen respectfully and consider matters from another's perspective.

Tips for Establishing Team Norms

- Each team establishes its own norms.
- Norms are stated as commitments to act in certain ways rather than as beliefs.
- Norms are reviewed at the beginning and end of each meeting until each team member internalizes them.
- One norm should require the team to assess its effectiveness at least twice during each school year. This assessment should include a review of members' adherence to team norms and the need to add new norms.
- Less is more. A few key norms are better than a laundry list.
- Violations of norms should be addressed. How is your group going to deal with them.

*****Each person will receive a copy of this sheet (front & back) to put in their folder. One will also be kept in the Titan Learning Team Binder.**